Intro to eSourcing - Supplier

Overview

SAP's eSourcing (ESO) tool is used by Union Pacific to source services and materials and to manage contracts. Suppliers respond to bids and manage contracts in ESO.



Dashboards

Each product suite within eSourcing has a Dashboard. Click on the suite title to display its dashboard.



Recent Items

Click **Recent Items** to show the last ten documents you accessed. This may be RFxs 🗒 , Master Agreements 🧐 , or Contract Documents 🖼 .



Favorites

Click Favorites on a document to show it in the Favorites list.



Full Screen

Click Full Screen to hide the Dashboard menu.

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Overview							🐉 😥 Full Screen

Back

To go back to a previous screen, use the Back button in eSourcing, not the Web Browser back button <.

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Phase Status

The phase status button displays the current status that a document is in. Each document has a unique status lifecycle. The **Button** icon is ; the description changes. Click the button to change the status.



SAP Help

SAP standard help documentation, e-learning, and guides are available.

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Quick Create V Recent Items V Favorites V							
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